

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**ACTION TRANSMITTAL 2020.12**

**DAY CARE CENTER STAFFING DURING COVID-19**

**DATE:** December 8, 2020

**TO:** Day Care Licensing Representatives, Supervisors and Regional Licensing Administrators

**FROM:** Marc D. Smith, Acting Director

**EFFECTIVE:** Immediately through May 31, 2021

**I. PURPOSE**

The purpose of this Action Transmittal is to provide updated guidance to Day Care Licensing representatives, supervisors, and Regional Administrators regarding Day Care staffing. Day Care Licensing staff should incorporate these supplemental Licensed Day Care Center staffing allowances, specifically related to the COVID-19 pandemic, for planning and monitoring of Licensed Day Care Centers.

The Illinois Department of Children and Family Services (Department) will continually assess the status of the COVID-19 public health crisis in Illinois. Accordingly, the Department may amend the Restore Illinois Licensed Day Care Guidance provided to licensed day care providers in the future. Determinations will be made regarding resumption of regular practices based on data from the Department, the Centers for Disease Control (CDC), the Illinois Department of Public Health (IDPH), and regional health data.

**II. PRIMARY USERS**

Day Care Licensing Representatives, their Supervisors and Regional Licensing Administrators.

**III. INSTRUCTIONS**

**A. Licensed Day Care Center Staffing During COVID-19**

1. Early Childhood Assistant/School Age Assistant COVID 19 Temporary Early Childhood Teacher/School Age Worker Assignment

In the event of a documented COVID-19 positive test and/or exposure of an Early Childhood Teacher/School Age Worker (lead teacher), that requires the staff to isolate (in the case of a positive test) or quarantine (in the case



of an exposure), in accordance with public health guidelines <sup>1</sup>, the assigned Early Childhood Assistant/School Age Assistant for that classroom may serve as the Early Childhood Teacher/School Age Worker (lead teacher) for the duration of isolation or quarantine of the lead teacher, for a time frame not to exceed 14 days, to ensure children and families receive continuity of service. The utilization of an Early Childhood Assistant/School Age Assistant in this capacity, cannot exceed 25% of staffing personnel. Ongoing, on-site supervision will be provided by the Director of the Licensed Day Care Center, and mentoring/coaching by an Early Childhood Teacher/School Age Worker qualified mentor.

In the event of a documented COVID-19 positive test and/or exposure of an Early Childhood Teacher/School Age Worker, the Day Care Center Director or designee will make notification of the positive COVID-19 test or exposure as follows:

- a. Report the positive COVID-19 test or exposure to IDPH;
  - b. Report the positive COVID-19 test or exposure to the Day Care Licensing Representative;
  - c. Notify parents/guardians of the positive COVID-19 test or exposure; and
  - d. The Early Childhood Assistant/School Age Assistant will acknowledge in writing, acceptance of a temporary Early Childhood Teacher/School Age Worker (lead teacher) assignment and the Day Care Center Director or designee will send a copy to the Licensing Representative.
2. The Day Care Center Director or designee will do the following:
- a. Post written notice outside each day care room if the room is temporarily being led by an Early Childhood Assistant/School Age Assistant serving in a temporary Early Childhood Teacher/School Age Worker (lead teacher) assignment; and
  - b. Keep a log of each day care room that is being serviced by an Early Childhood Assistant/School Age Assistant in the temporary lead position, that includes the classroom, staff names and dates of temporary assignment. This log will be accessible to licensing upon request and a copy kept in the staff personnel file.

## **B. Licensing Data Record Keeping**

1. The Day Care Licensing Representative will document in a letter to facilities utilizing an Early Childhood Assistant or School Age Assistant as a temporary Early Childhood Teacher/School Age Worker, noting the

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<sup>1</sup> CDC guidance (dated Dec. 2, 2020) allows quarantine for 7 or 10 days: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

temporary staff usage and the allotted time frame. The Day Care Licensing Representative will place a copy of the letter and written acknowledgement signed by the Early Childhood Assistant or School Age Assistant in the licensing file.

2. The Day Care Licensing Representative will document on the Day Care COVID Reporting Collection Tool (COVID Outbreak Spreadsheet) information reported by the Licensed Day Care Center.
3. The Licensing Supervisor will input the COVID information into the <http://covid19/Content/Users/DaycareEntry.aspx> link. Additional content has been added for data collection purposes.

#### **IV. QUESTIONS**

Licensee holders may direct questions to their Licensing Representative. Applicants may direct questions to their local day care licensing office. Licensing staff should direct questions to their supervisory chain-of-command. All others may direct their questions to the Office of Child and Family Policy via Outlook at DCFS.Policy. Non-Outlook users may e-mail questions to [DCFS.Policy@illinois.gov](mailto:DCFS.Policy@illinois.gov).

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